

May 21, 2007

RE: Christine Tufts v. Central Washington University
Allocation Review HEU No. 4622

Dear Ms. Tufts:

On January 31, 2007, I conducted a Director's review meeting by telephone conference call regarding the allocation of your position. Present during the conference call were you and Human Resource Consultant Traci Klein representing Central Washington University (CWU).

Background

By letter dated December 15, 2005, Civil Service Reform Project Director Pam Zupan notified you that the classification for your Records Analyst II position (#400677) was going to be replaced with the Forms and Records Analyst 2 classification due to Civil Service Reform. Ms. Zupan further explained that because the new salary range (38) was one step lower than your previous salary range (39), the salary for your position would be Y-rated and you would retain your base salary.

On January 9, 2006, the Department of Personnel (DOP) received your request for a Director's review of CWU's decision. However, by letter dated April 20, 2006, Kari Lade, Human Resource Consultant with DOP, informed both parties the Director's review would be postponed until CWU had the chance to conduct a position review and issue an allocation determination based on a complete review and analysis of your position.

On October 2, 2006, Human Resource Consultant Traci Klein provided you with the results of CWU's classification review of your position. Ms. Klein concluded your position was properly allocated to the Forms and Records Analyst 2 position. Because you are assigned to the Facilities Management Department at CWU, Ms. Klein determined you did not meet the Forms and Records Analyst 3 distinguishing characteristic of working as a specialist in two or more system areas. She further determined you provided little management consultation and determinations on responses

to public record requests, the other criteria necessary at the Forms and Records Analyst 3 level.

The following summarizes your perspective as well as your employer's:

Summary of Ms. Tufts' Perspective

You assert your position qualifies for the Forms and Records Analyst 3 classification because you handle two distinct operations within the Facilities Management Department. You further assert that you consult with management on records issues but acknowledge you spend a small percentage of time dealing with public disclosure requests. Because you handle the records management for both the construction management and business administration sections of Facilities Management, you contend you meet the requirement of serving as a specialist in two or more system areas.

Additionally, you assert the complexity of your work and technical expertise required qualify you for the Forms and Records Analyst 3 level. You state that you developed the comprehensive records system that exists today and that you consult with managers on compliance issues for their staff and provide training about the system you established. You assert you are independently responsible for the day to day delivery and maintenance of the records program for the entire department and handle functions that are performed university-wide elsewhere. You believe the Forms and Records Analyst 3 classification best describes your position.

Summary of Central Washington University's (CWU's) Reasoning

CWU contends the duties assigned to your position do not meet the distinguishing characteristics at the Forms and Records Analyst 3 level. CWU asserts the records management duties you perform are limited to one system area, the Facilities Management Department. In addition, CWU believes the level of consultation you provide to managers is consistent with the Forms and Records Analyst 2 classification. While CWU acknowledges you created the records management system and organized it in an efficient manner, CWU believes the level of consultation you provide relates to the use of the system you established. Additionally, CWU asserts you only occasionally provide consultation and determinations with regard to public records requests. CWU contends the duties and responsibilities of your position are encompassed within the Forms and Records Analyst 2 classification.

Director's Determination

This position review was based on the work performed for the six-month period prior to May 11, 2006.

As the Director's designee, I carefully considered all of the documentation in the file, the exhibits presented during the Director's review meeting, and the verbal comments provided by both parties. Based on my review and analysis of your assigned duties and responsibilities, I conclude your position is properly allocated to the Forms and Records Analyst 2 classification.

Rationale for Determination

The Position Description (PD) (Exhibit D) for your position describes your typical work as analyzing filing systems and designing alternative systems to meet specialized office filing requirements. In her assessment of your position, Ms. Klein provided a breakdown of the percentages with respect to your duties (Exhibit E). During the Director's review conference, you confirmed that Ms. Klein's assessment of your duties is accurate and you agree that you spend 85% of your overall time managing records. The majority of your duties can be summarized as follows:

- 35% Independently implementing and operating a legally compliant records management program for the Facilities Management Department.
- 40% Managing the records center services for the Facilities Management Department.
- 10% Maintaining the Facilities Management Department website.

The above duties are consistent with the PD, which also identifies your duties and responsibilities as developing, maintaining, and coordinating file systems. Another primary responsibility, as you indicated, is to direct and coordinate the transfer, storage and disposal of inactive records. You also act as a liaison for the department's data within the CWU home page and develop and provide data according to the policies and procedures of your department. During the conference you stated that the maintenance and construction document support duties indicated on your PD provide an example of the second system area. You also stated that your salary derives from two budgets (Exhibit H). In reviewing the totality of your duties, however, I conclude the records management duties you perform all relate to the system area of Facilities Management.

The distinguishing characteristics for the Forms and Records Analyst 3 read as follows:

Positions at this level are specialists in two or more system areas such as financial records, student records, resident records, and/or health records, or function as a management consultant for complex manual and/or electronic forms and/or records problems, or provide management consultation and determinations on responses to public record requests.

You do not work as a specialist in two or more system areas. While you do provide consultation regarding the Facilities Department's records system to management, the level of consultation you provide is consistent with the distinguishing characteristics of the Forms and Records Analyst 2 class. Those characteristics note, in part, that positions at this level provide consultation to managers and perform journey-level records work such as analyzing records management problems, and developing and implementing plans for rectifying system deficiencies.

It is undisputed that you established the current records system and do not assist a higher-level Forms and Records Analyst. At the journey-level, however, you work independently and are considered fully-qualified and competent to resolve issues within your area of responsibility in all aspects of your body of work (Washington State Classification and Pay Guide). Therefore, the Forms and Records Analyst 2 classification best describes your position # 400677.

Appeal Rights

WAC 357-49-018 provides that either party may appeal the results of the Director's review to the Personnel Resources Board (board) by filing written exceptions to the Director's determination in accordance with Chapter 357-52 WAC.

WAC 357-52-015 states that an appeal must be received in writing at the office of the board within thirty (30) calendar days after service of the Director's determination. The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Sincerely,

Teresa Parsons
Director's Review Supervisor
Legal Affairs Division

c: Traci Klein, CWU
Lisa Skriletz, DOP

Enclosure: List of Exhibits